



FY2017 Guide to Arts Education Grants

Includes Annual and Express Artist in Residence, Out of School, and Professional Development grants.

Express School Touring and Big Yellow School Bus have separate guidelines.

For Projects Occurring July 1, 2016 through June 30, 2017

Grant Programs are subject to change due to budget restrictions.

Please refer to the [FY2017 Guide to Grants](#) for complete information on MAC funding policies.

Missouri Arts Council Arts Education Grants

Missouri Arts Council (MAC) recognizes that students and educators can achieve more in their classrooms by engaging with professional teaching artists. The Artist in Residence and Out of School grants for PK-12th grade students, and Professional Development grant for educators, are designed to strengthen this kind of learning. MAC works with the Missouri Department of Elementary and Secondary Education to ensure that all projects for children and youth support student achievement, and that all projects for educators fulfill High Quality Professional Development Standards.

Who may apply?

All Missouri public school districts and nonprofit private schools are eligible to apply. In fact all eligible nonprofit organizations, except for recipients of the MAC Established Institutions grant, may apply for Arts Education grants. Organizations may apply for this grant in addition to other MAC grants; however multiple MAC grants cannot be used to fund the same project. In addition, MAC Community Arts Program grant recipients may apply on behalf of schools without affecting their own limited MAC grant opportunities. This is intended to expand the number of schools receiving arts education funds and reduce the schools' grant administrative burden.

Arts Education Grant Categories

- **Artist in Residence (AIR)** is designed to strengthen the school's fine arts curriculum (dance, drama, creative writing, media arts, music, and visual arts) and can also support other curriculum (such as communication arts, social studies, math, or science). A residency must include direct, hands-on experience between the artist and target and exposure groups within the school environment.
- **Out of School (OS)** supports quality arts education activities, such as art classes, for underserved PK-12 students. These activities should take place outside of the normal classroom day, and could occur outside of the school building. Applicants must explain how participating students lack access to arts education due to geography, economic conditions, ethnic background or disability. Strong applications are designed to ensure student participation. For example accommodations for student transportation to and from the program should be considered and attendance fees, if any, should be minimal with capacity to waive for special circumstances. As a policy MAC does not fund scholarships.
- **Professional Development (PD)** supports projects designed to strengthen fine arts and arts integration skills for fine arts specialists, classroom teachers, school administrators, and teaching artists. Adherence to the [High-Quality Professional Development Standards](#), as defined by the Missouri Department of Elementary and Secondary Education, will be a funding consideration.

What would an Arts Education grant pay for?

MAC funds may be used to pay artistic or speaker/facilitator fees, their travel expenses, and for project-related educational materials and supplies. MAC grants may not be used to pay for transportation of students, nor for the purchase of tickets, although these expenses may be used to match the MAC grant.

Organizations may request up to \$10,000 or 50% of the project total, whichever is less. Grants must be matched 1:1. For example, a grant of \$10,000 requires a \$10,000 match.

If the applicant is a school district, part of the cash match can be any school administrator's or teacher's time spent working on the project. However time spent writing the grant will not be allowed.

If an arts or community organization is the applicant, the grant request may include artistic fees of independent contractors who are not on the payroll of either the applicant organization or any collaborating organization.

Annual Deadline Schedule

Final Monday in January	Draft Application Deadline
Final Monday in February	Final Application Deadline
May	Arts Education Program panel meeting
June	MAC board meeting to make funding decisions
After July 1	Notification of MAC board decisions

Rolling Deadline Schedule, another Opportunity to Consider

Applications for smaller grant amounts, including Artist in Residence, Out of School, and Professional Development, are accepted during the course of the fiscal year. Express Arts Education applications will be evaluated for funding on a rolling basis. The FY17 Schedule will be announced when the applications are made available in mid-April. Organizations may request up to \$2,000 or 50% of the project total, whichever is less, using the Express Arts Education application.

The following grants are also accepted on the Rolling Deadline Schedule:

- **Express School Touring Program (STP)** funds 60% of artistic fees for P-K through 12th grade schools, up to \$1,000 per school building, up to \$3,000 per school district, to present performing artist(s) at school assemblies and/or classroom workshops. Performing artists must be identified as "School Touring Qualified" on MAC's list of Missouri Touring Performers. Programs of Missouri artists provided through the rosters of Kansas City and St. Louis chapters of Young Audiences are included in this list.
- **Big Yellow School Bus (BYSB)** funds up to \$300 of transportation expenses for PK-12th grade students to attend educational field trips to performances, exhibitions and other appropriate arts activities in Missouri. Eligible destinations must be funded by the Missouri Arts Council. There is no match requirement for this grant.

Applying For More than One Grant

During the course of the fiscal year (July-June) applications are accepted on two different granting schedules, Annual and Express. Schools and other eligible organizations may apply for up to two grants per fiscal year: one Annual and one Express grant, or two Express grants, however the applications may not be of the same category. Categories include: Artist in Residence, Out of School, Professional Development, Big Yellow School Bus and School Touring Program.

Before Starting the Application

Contact your program specialist to discuss the project and ensure that it is eligible for funding.

MAC's online grant application system is at: <https://mac.culturegrants.org>. A number of resources are available under "Guidelines and Forms" including:

- "Quick Start Guide to Online Profiles" provides information about setting up the profile and using the online grant application system.

Important Note: MAC staff must set up profiles for Public Schools. Contact your Program Specialist for assistance.

- "FY17 Guide to Grants" – includes guidance for creating or locating the DUNS#, defines eligible expenses under "What MAC Cannot Fund," and provides information about the expense and income lines in Section G, Summary Budget.

Target Groups

Whether your project is an Artist in Residence, Out of School, or Professional Development project, we ask that you present information about the students/educators as target groups of no more than approximately 30 individuals. Identify up to three target groups in Section B.8, similar information for additional target groups can be provided on a separate page and uploaded to the application.

Assessment and Evaluation

In Section D, you will describe the intended learning outcomes and you will describe your plans for assessment and evaluation.

- The term "assessment" is used when referring to the collection of data on the knowledge and abilities of individual students for use in improving the teaching and learning process.
- The term "evaluation" refers to the collection and processing of information and data to determine how well a design meets the requirements, and to provide direction for improvement.

A Summary of the Outcomes will be required at conclusion of the project.

Draft Review

Your program specialist is available to review drafts (including the application, attachments, and optional support material). This review will provide feedback to assist you in preparing a competitive application. To have your draft reviewed, email your program specialist. Do NOT submit the application online. Once the application is reviewed, and you have made any revisions, you may save and submit the application.

Application Review Process

Staff verifies that applications are complete and forwards these to the Arts Education Panel for evaluation. The panel or committee scores each application based on the Evaluation Criteria (next page) and prepares written comments for each criterion. MAC staff averages the weighted score for each of the criteria and returns this to the panel to assist with their funding recommendation. The panel's combined evaluation, average score, and funding recommendation is forwarded to the Executive Committee for their approval. After the MAC board has voted to approve the funding recommendation, a notification letter is sent to the applicant, along with a copy of the application score and written comments. The grant agreement and instructions for managing the award are also included with the notification letter.

Evaluation Criteria

Artistic Quality (30%)

- The artistic and teaching qualifications of teaching artist, instructor, or facilitator.
- The quality and relevance of the project for learning in the arts.

Arts Learning (40%)

- Evidence of how the educational goals are related to the local curriculum, Show-Me Standards (www.dese.mo.gov/standards/index.html), and National Standards (www.artsedge.kennedy-center.org/teach/standards.cfm)
- Professional Development: Evidence of how the goals are related to DESE's High Quality Professional Development Standards.
- The quality of the plan as it is related to the educational goal(s) and evidence that student achievement will be measured.
- For returning applicants, the Summary of Outcomes from the prior year's project is evaluated for evidence of student achievement.

Administration (30%)

- Evidence of a support structure for implementing program activities.
- Includes a planning committee represented by staff, teachers, administrators, parents, and others.
- Administrative Ability: The quality of the organization's project management is determined by the required attachment Biographical Summaries of Planning Committee.
- Financial stability of the organization based upon financial reports and audits.
- Clarity and completeness of the application.
- Summary Budget and Budget Breakdown are evaluated by considering the following elements: Accuracy, Feasibility of the proposed project expenses and income, Amount and diversity of non-MAC financial support for the project.
- Appropriate cash match from operating budget and/or other sources.
- For returning applicants, administration of previous MAC-funded projects, including submission of prompt and complete MAC paperwork.

Managing Your Award

MAC grants are paid as reimbursement after completion of the project. All expenses must be paid by the applicant prior to invoicing MAC for grant money. Adherence to deadline dates, and policies for submitting grant paperwork, is required.

The Final Report includes a summary of the outcomes gathered through the evaluation and assessment portion of the project. All final paperwork must be submitted no later than 30 days after completion of the project, or earlier if the project ends in June.

Grantees must fulfill specific requirements including using the MAC logo, with byline, in printed materials, announcing MAC support during project related activities or events, and acknowledging MAC support during interviews with the media. All grantees must submit copies of letters sent to their state representative and senator notifying them of their MAC grant award.

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Categories	Maximum Request*	Final Deadline	Purpose
Artist in Residence	\$10,000 \$2,000	Annual Rolling	Strengthens school fine arts curriculum (dance, drama, creative writing, media arts, music, and visual arts) and can also support other curriculum (such as communication arts, social studies, math, or science). A residency must include direct, hands-on experience.
Out of School	\$10,000 \$2,000	Annual Rolling	Supports quality arts education activities taking place outside of the normal classroom day, and could occur inside or outside of the school building. Characteristics that qualify the students as being underserved, such as race, special needs and income must be addressed.
Professional Development	\$10,000 \$2,000	Annual Rolling	Supports projects designed to strengthen fine arts and arts integration skills for fine arts specialists, classroom teachers, school administrators, and teaching artists. Adherence to the High-Quality Professional Development Standards will be a funding consideration.
Big Yellow School Bus	\$300	Rolling	Funds transportation expenses only for PK-12th grade students to attend educational field trips to performances, exhibitions and other appropriate arts activities. Eligible destinations must be funded by the Missouri Arts Council. There is no match requirement for this grant.
School Touring	60% of artist fee \$1,000 per school or \$3,000 per district	Rolling	Supports the cost of presenting performing artist(s) at school assemblies and/or classroom workshops. Performing artists must be identified as "School Touring Qualified" on MAC's list of Missouri Touring Performers.